

TRINIDAD STATE JUNIOR COLLEGE

10.20 FIELD TRIPS AND CLUB ACTIVITIES

Trinidad State Junior College employees, as a part of their official capacities, must at times arrange for various types of off-campus activities such as instructional related trips, field and demonstration trips, and recreational trips. The following guidelines are provided to assist employees in carrying out their responsibilities in these matters.

Any activity associated with a class, course, program, club or function must be approved by an employee in an official capacity with the College who is authorized to grant such approval. Approval procedures will vary but authorization ordinarily will reside with the Dean or Director of the administrative unit and written approval is required. Volunteers and independent contractors are not authorized to grant permission.

All sanctioned off-campus activities shall be conducted under the direct supervision of a College employee. The College employee shall be responsible for such items as, but not limited to:

1. Obtaining authorization.
2. Communicating to participants the expected standards of conduct.
3. Arranging for excused absences for participants.
4. Obtaining releases of liability from participants, where appropriate.
5. Arranging transportation and itinerary, including required travel authorization forms.
6. Assuring that conditions concerning liability insurance are met.
7. Maintaining appropriate travel log, mileage, and travel expenses for submission to the Business Office within seven days after returning.

Proposed: 4/2018